

CLASS TITLE:

**INSTRUCTOR
(MANUAL ARTS)**

Class Code: 02765204

Pay Grade: 14A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To give instructions in the fundamental principles and methods of manual arts to persons in a state institution where the instruction is intended to provide an interesting and constructive activity, or to assist mentally or physically handicapped persons to effect mental or physical readjustment, but not to provide for such persons training for occupational competence in the field of manual arts; and to do related work as required.

SUPERVISION RECEIVED: Patients and inmates are assigned to class by a physician; work is reviewed in process for compliance with established policies and for individual patient progress; work is reviewed upon completion for usability and economy of production.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To give instructions in the fundamental principles and methods of manual arts to persons in a state institution where the instruction is intended to provide an interesting and constructive activity, or to assist mentally or physically handicapped person to effect mental or physical readjustment, but not to provide for such person training for occupational competence in the field of manual arts.

To instruct patients and inmates at a state institution in manual arts and handicraft work.

To plan, assign and supervise such work as woodcarving, rug weaving, metal work, upholstering, painting, shoe-repairing, cleansing and pressing, and the making of shirts, aprons, trousers, caps, slippers, mattresses, and mattress covers, pillows, laundry bags, brushes and baskets.

To repair various articles.

To keep equipment in repair and rooms of instruction in a clean and orderly condition.

To requisition supplies and materials.

To keep prescribed records relating to patients and make reports as to items produced or repaired and materials used.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A familiarity with the procedures and techniques of several crafts, such as weaving, upholstering, metal work, basket work, chair caning, mattress making, and tailoring; the ability to lay out such work for others and to supervise them in its execution; the ability to adjust and repair equipment used in such work; a resourcefulness in devising special work for those in need of individual attention; the ability to keep records and make acceptable reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from senior high school supplemented by completion of various courses in a trade or vocational school which provided knowledge to give instruction in manual arts; and

Experience: Such as may have been gained through: employment as a supervising instructor in the various manual arts; or as an assistant industrial therapist; or employment in a supervisory capacity in a tailoring or upholstering establishment.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Revised: April 27, 1986

Editorial Review: 3/15/2003